

**WASHINGTON HEADQUARTERS SERVICES (WHS)
ACQUISITION AND PROCUREMENT OFFICE (A&PO)
OSD/WHS PURCHASE CARD PROGRAM**

PURCHASE CARD ALERT NUMBER 78

(Issue date: 26 January 2011)

THIS ALERT IS APPLICABLE TO:

APPROVING OFFICIALS



CARDHOLDERS



SUBJECT: Accounts Inactive for Six Months to Be Automatically Deactivated in Access Online

The purpose of this Purchase Card Alert is to advise accountholders that they are required to log in to Access Online at least every six months. You do not necessarily have to perform any action in the system beyond logging in, except to log out.

As a result of direction from the DoD Purchase Card Program Manager's Office, US Bank will review accounts monthly to identify those that have not been used within the past six months and deactivate any that have remained inactive. To avoid rendering your account unusable and the delay of re-establishing it in the Access Online system, please log in to Access Online at least every six months.

This is a control that will reduce the risk of fraud and unauthorized manipulation of data on purchase card accounts.

If you have any questions, please contact Janette Ray at (703) 695-8666 or janette.ray@whs.mil

We hope you will continue to tell us when we are doing a good job of satisfying your needs as well as when we need to improve our efforts. You may submit your comments through the ICE Program at [ICE Purchase Card Program](#) or send them directly to the Program Manager at Claudia.Colvin@whs.mil.